

Governance Sub-Committee Meeting

Friday November 15th, 2024

12pm

Via MS TEAMS

Record of Decisions

Via Teams: A. Yeo (Chair/Vice-President EC/LoP/OPBO), G. Brabazon, M. Hawco (Volunteer), F-A. Roux (Volunteer)

Regrets: N. Prier (President), C. Hill, M. Larcher

Staff via Teams: K. Khouri (Legal Counsel), R. Beaulé (Executive Director), N. Conner (Executive Assistant to the President)

Staff regrets: J. Hutt (Senior Advisor to the President), S. Newman (Administrative Assistant)

1. Opening of the meeting

- Meeting was officially called to order at 12:05pm. Quorum was reached. K. Khouri reads the CAPE Statement on Harassment. K. Khouri accepts the role of Anti-harassment Resource Person for the meeting.

2. Approval of Agenda

- Be it resolved that the November 15th, 2024, agenda be approved unanimously.

3. Approval of Minutes from October 18th, 2024

- Be it resolved that the October 18th, 2024, minutes be approved unanimously.

4. Quick amendment to the Membership list policy

- A. Yeo discusses the amendment to the membership list policy to include members who are acting or on assignment within a department.
- M. Hawco and K. Khouri provide input on how to clarify the policy to include secondments and ensure accurate categorization.

5. CAPE policies and protocol list review and discussion

a) Delegated Subcommittee policies

- *Accessibility Policy* + Accessibility Audit policies

- A. Yeo discusses the need to meet with Kendra and Jennifer to finalize the distinction between member and staff policies.

- *Equity and Inclusiveness Policy*

- The Chair of EDI, Masha, is still working on the edits.

- *Email Communication Guidelines*

- A. Yeo asks G. Brabazon about the review of the email communication guidelines.

- *Travel Policy*

- The Finance committee is in charge of both the Travel Policy and Family Care Policy.

- *Family Care Policy*

b) Delegated convention

- There is potential for a delegated convention and the need for contributions from various committees.
- R. Beaulé mentions the need for a discussion at the NEC to coordinate the delegated convention process.
- A. Yeo suggests a governance meeting in the New Year to discuss the logistics of the delegated convention.

c) Policy progress report back

- G. Brabazon provides an update on the awards and recognition policy, highlighting the changes to the criteria and eligibility.
- A. Yeo suggests reviewing the awards policy document and providing comments at the next meeting.
- G. Brabazon emphasizes the importance of having a broader perspective on how different pieces of the

organization relate to each other and contribute to the organizing model.

5. Closing of meeting

- A. Yeo suggests checking in with the sub-committee before the December meeting to see if they need to meet.
- She mentions the need to review the territorial and land acknowledgement policy once the EDI sub-committee has completed their work.
- She also confirms that all high and medium priority policies have been reviewed and approved.

The meeting was adjourned at 12:50pm.

The above record of decisions is accepted as a true representation of the Governance Sub-Committee meeting held on November 15th, 2024.